

Student Inprocessing Procedures

C Co.
554th EN BN

1. Sign in off of leave at BN S1, located in Building 1704 (during the regular duty day, M-F). If signing in before or after normal duty hours on a week-day, please report to the SDO at building 1014 (Big Piney Road). You will sign into the company the following Monday morning.
2. Inprocess at C/554th, located in Building 1702E. Ensure you bring the following paperwork with you, if applicable:
 - Data sheet (sent in Welcome Email—Email back or bring on CD)
 - Copy of orders (x2)
 - Copy of updated ORB
 - Family Care Plan-if applicable
 - Flag Paperwork
 - Ft. Leonard Wood Access Info Sheet
3. Inprocess the Fort Leonard Wood installation, pick up inprocessing paperwork from company. Inprocessing will be conducted at building 470 in room 2108. Report to the above location at your appointment time; follow all directions they provide.
4. Return all inprocessing paperwork to C/554th OPS NCO.
5. Go to the U.S. Army Human Resources Command web page and complete the AIM (Assignment Interactive Module). This is mandatory and should be done in preparation for the visit from your Assignment Officer from EN Branch. Also, complete the computer user agreement at <https://www.ia.signal.army.mil>—bring a copy of your certificate for inprocessing
3. For all personnel who recently returned from a deployment: Complete all requirements for the Post Deployment Health Reassessment (PDHRA). To start this process, log on to AKO and go to “My Soldier Data” and then to “My Medical Readiness Status”. This will take you to a screen where you will find, among other things, PDHRA information. Click on “Deployment Health Assessment” and complete the on-line portion of this assessment. Once you complete the on-line portion, report to the SRP Center, Building 2350, located on Louisiana Street for the final phase. Contact Number: (573) 596-3752



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First Dial Post Operator: 573-596-0131
Then enter the last 5 digits:
CDR: 6-7008
1SG: 6-7351
OPS: 6-0800
Fax: 573-596-0695
E-mail:
leon54thengrnb@conus.army.mil



Charlie Rock,
Rock Hard